

# Financial Information Systems

## Mission Statement

To provide support, training and documentation to all departments in the use of the City's financial software applications; analyze departmental financial functions and make recommendations on how the use of software could streamline operations; implement new software releases to provide greater functionality to financial operations.

## Fiscal Year 2015 Accomplishments

**Process Improvement** - Implemented FinancePlus software upgrade.

**Support and Training** - Trained users on an annual basis; provide phone support; develop documentation for correct procedures.

**Payroll** - Continued with audits of payroll data; implement union contract specifications.

**Documentation** - Documented financial software operational procedures.

**Billing** - Continued to meet all statutory requirements for taxes and municipal charges; test and implement any changes to billing calculations.

## Fiscal Year 2016 Desired Outcomes

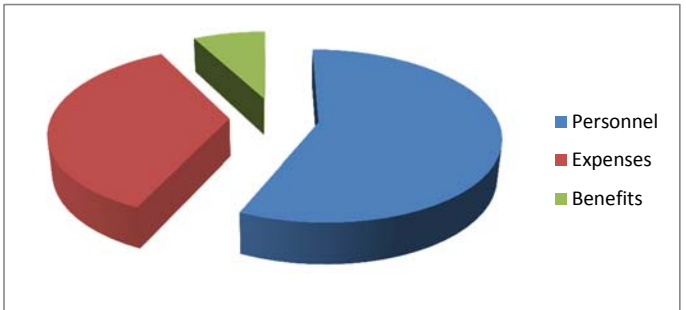
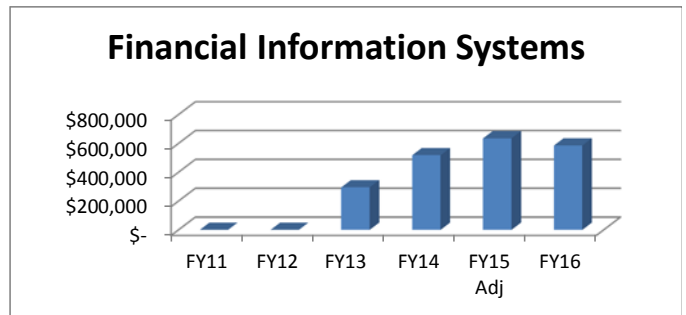
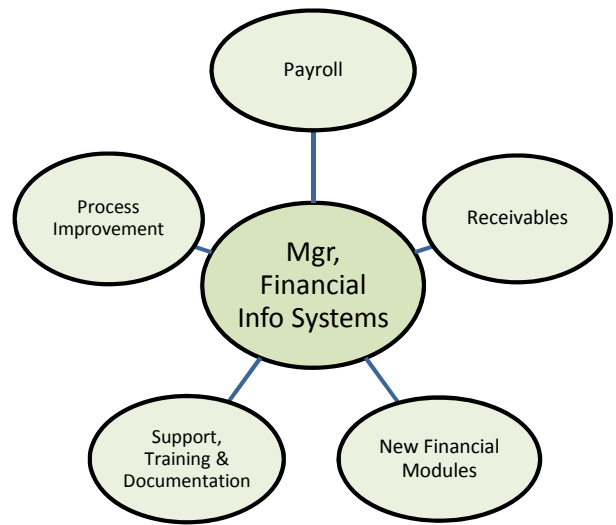
**Process Improvement:** Implement features in FinancePlus - Employee Access Center.

**Support and Training:** Train users on an annual basis in the use of Finance Plus and Munis; provide phone support, develop and maintain documentation as software upgrades require.

**Payroll:** Continue to audit payroll data to maintain integrity of the data; assist in the implementation of union contracts.

**Documentation:** Document financial software operational procedures on an ongoing basis as needed.

**Billings:** Continue to meet all statutory requirements for taxes and municipal charges; test and implement any changes to financial software.



## Department Detail

	Actual				-<Adj Budget->		-<Proposed->	
	FY2011	FY2012	FY2013	FY2014	FY2015	FY2015	FY2016	
<b>Expenditure</b>								
Personnel	\$ -	\$ -	\$ 122,276	\$ 302,916	\$ 380,114	\$ 380,114	\$ 332,281	
Expenses	\$ -	\$ -	\$ 167,532	\$ 173,623	\$ 205,263	\$ 205,263	\$ 208,100	
Benefits	\$ -	\$ -	\$ 5,613	\$ 41,424	\$ 50,354	\$ 50,354	\$ 45,362	
<b>Total</b>	\$ -	\$ -	\$ 295,421	\$ 517,963	\$ 635,731	\$ 635,731	\$ 585,743	
				75.33%	22.74%		-7.86%	
<b>Personnel</b>								
Full-Time	-	-	2	2	4	4	3	
Part-Time	-	-	1	1	1	1	1	
<b>Total</b>			3	3	5	5	4	

## **FY2015 Accomplishments - Financial Information Systems**

<b>Outcome #1: Increase Productivity w/New Functionality of Financial Software</b>	<b>Target</b>	<b>Result</b>
<b>Strategy #1: Implement new release of Financial Software</b>		
Train approximately 60 end-users in functionalities of new release in 6-10 sessions	Sep 2014	Completed
Test 16 re-written custom modifications	Sep 2014	Completed
Number of custom modifications rewritten and tested by Aug 2014	16	Completed
Complete verification of data conversion	Aug 2014	Completed
Financial Software Implementation Live Date	Oct 2014	Completed
<b>Strategy #2: Implement additional Financial Software modules</b>		
Receive training on 2 additional Modules: Workflow and Employee Access Center	Jan 2015	Completed
Integrate these 2 new modules into the financial process	Jan 2015	Anticipated completion Sept 2015
Define and maintain Position Control for City-side employees	Apr 2015	Anticipated completion Jan 2016
Incorporate Position Control into Personnel Budget module	Apr 2015	Anticipated completion Jan 2016
<b>Outcome #2: Fully Trained Administrative Workforce</b>		
<b>Strategy #1: Fully trained HR administrative personnel in Payroll/Personnel Software</b>		
Train 7-9 HR End Users in Payroll/Personnel maintenance	Feb 2015	Completed
Number of End Users trained in Payroll/Personnel maintenance software	7	Completed
Train 7-9 Selected End Users in Table maintenance	Feb 2015	Completed
Number of End Users trained in Table maintenance	1	Completed
<b>Strategy #2: Offer annual training to end-users in Payroll/Personnel Software</b>		
Provide training for payroll clerks in timecard entry	Mar 2015	A session is scheduled for May 2015
Regular Human Resource Cluster meetings	Ongoing	On-going
<b>Outcome #3: Cross Train Staff in FIS</b>		
<b>Strategy #1: Fully train FIS staff in all receivable billings</b>		
Number of staff members cross-trained in billings for excise, real estate, personal property and water/sewer	3	1 person trained
<b>Outcome #4: Detailed Documentation for all Financial Production Operations</b>		
<b>Strategy #1: Write documentation for Payroll Procedures</b>		
Document Payroll/Personnel Software Procedures for end-users for new release	Feb 2015	Complete for current release.
Document administration payroll set-up and table maintenance for new release	Feb 2015	Complete for current release.
<b>Outcome #5: Ensure timely billing</b>		
<b>Strategy #1: Meet all statutory billing requirements</b>		
All quarterly real estate tax billings performed on time	Ongoing	Deadlines for billings have been met.
All excise tax billings performed on time	Ongoing	Deadlines for billings have been met.

## **FY2016 Desired Outcomes - Financial Information Systems**

### **Outcome #1: Increase Productivity w/New Functionality of Financial Software**

**Target**

#### **Strategy #1: Implement features in FinancePlus Employee Access Center (EAC)**

Train approximately 30 end-users in functionalities of EAC Module in 6-8 sessions October 2015

### **Outcome #2: Fully Trained Administrative Workforce**

**Target**

#### **Strategy #1: Fully trained HR administrative personnel in Payroll/Personnel Software**

Train 7-9 HR End Users in Payroll/Personnel maintenance November 2015

Train 7-9 Selected End Users in Table maintenance November 2015

#### **Strategy #2: Offer annual training to end-users in Payroll/Personnel Software**

Provide training for payroll clerks in timecard entry / use of software Ongoing

Regular Human Resource Cluster meetings Ongoing

### **Outcome #3: Cross Train Staff in FIS**

**Target**

#### **Strategy #1: Fully train FIS staff in all receivable billings**

Number of staff members cross-trained in billings for excise, real estate, personal property and water/sewer December 2015

### **Outcome #4: Detailed Documentation for all Financial Production Operations**

**Target**

#### **Strategy #1: Write documentation for Payroll Procedures**

Document Payroll/Personnel Software Procedures for end-users February 2016

Document administration payroll set-up and table maintenance February 2016

### **Outcome #5: Ensure timely billing**

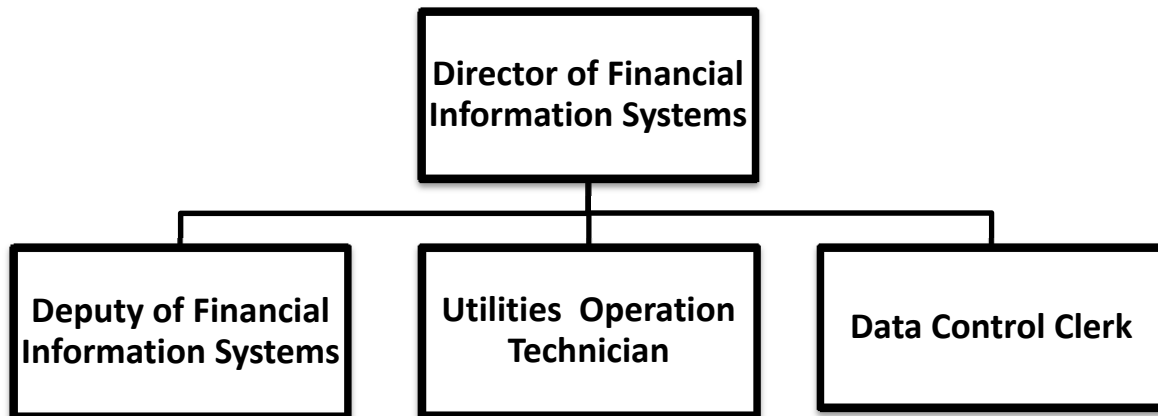
**Target**

#### **Strategy #1: Meet all statutory billing requirements**

All quarterly real estate tax billings performed on time Ongoing

All excise tax and Water-Sewer billings performed on time Ongoing

# FINANCIAL INFORMATION SYSTEMS



FUND: 01 - GENERAL FUND  
 DEPARTMENT: 118 - FINANCIAL INFO SYSTEMS

CITY OF NEWTON BUDGET  
 DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2013	ACTUAL 2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
<b>FINANCIAL INFO SYSTEMS SUMMARY</b>						
51 - PERSONAL SERVICES	122,276	302,916	380,114	246,395	332,281	-47,833
52 - EXPENSES	167,532	173,623	205,263	189,399	208,100	2,837
57 - FRINGE BENEFITS	5,613	41,424	50,354	33,544	45,362	-4,992
<b>TOTAL DEPARTMENT</b>	<b>295,420</b>	<b>517,963</b>	<b>635,731</b>	<b>469,338</b>	<b>585,743</b>	<b>-49,988</b>
<b>FINANCIAL INFO SYSTEMS</b>						
51 - PERSONAL SERVICES	122,276	302,916	380,114	246,395	332,281	-47,833
52 - EXPENSES	167,532	173,623	205,263	189,399	208,100	2,837
57 - FRINGE BENEFITS	5,613	41,424	50,354	33,544	45,362	-4,992
<b>TOTAL FINANCIAL INFO SYSTEMS</b>	<b>295,420</b>	<b>517,963</b>	<b>635,731</b>	<b>469,338</b>	<b>585,743</b>	<b>-49,988</b>

FUND: 01 - GENERAL FUND  
DEPARTMENT: 118 - FINANCIAL INFO SYSTEMS

CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL FY2013	ACTUAL FY2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
<b>118 - FINANCIAL INFO SYSTEMS</b>						
<b>0111801 - FINANCIAL INFO SYSTEMS</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	108,341	276,976	340,226	222,569	295,583	-44,643
511101 PART TIME < 20 HRS/WK	12,860	0	0	0	0	0
511102 PART TIME > 20 HRS/WK	0	20,716	31,438	16,951	32,748	1,310
513001 REGULAR OVERTIME	0	1,399	1,800	1,300	0	-1,800
514001 LONGEVITY	1,075	2,825	2,850	1,775	2,950	100
514309 OTHER STIPENDS	0	0	2,500	2,500	0	-2,500
515005 BONUSES	0	0	300	300	0	-300
515102 CLEANING ALLOWANCE	0	1,000	1,000	1,000	1,000	0
<b>TOTAL PERSONAL SERVICES</b>	<b>122,276</b>	<b>302,916</b>	<b>380,114</b>	<b>246,395</b>	<b>332,281</b>	<b>-47,833</b>
<b>EXPENSES</b>						
52401 OFFICE EQUIPMENT R-M	0	0	500	225	950	450
52405 COMPUTER EQUIPMT R-M	161,560	167,515	185,000	182,797	188,000	3,000
52408 DEPARTMENTAL EQUIP R-	0	110	800	797	800	0
5319 TRAINING EXPENSES	80	2,953	11,063	1,918	11,000	-63
53401 TELEPHONE	120	139	300	96	200	-100
5341 POSTAGE	0	0	100	0	50	-50
5342 PRINTING	198	219	300	64	300	0
5420 OFFICE SUPPLIES	772	474	700	659	800	100
5585 COMPUTER SUPPLIES	4,701	2,213	5,000	2,844	5,000	0
5711 IN-STATE CONFERENCES	0	0	1,000	0	500	-500
5730 DUES & SUBSCRIPTIONS	100	0	500	0	500	0
<b>TOTAL EXPENSES</b>	<b>167,532</b>	<b>173,623</b>	<b>205,263</b>	<b>189,399</b>	<b>208,100</b>	<b>2,837</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	176	1,095	1,150	906	1,194	44
57HLTH HEALTH INSURANCE	5,159	37,433	43,386	30,252	40,907	-2,479
57LIFE BASIC LIFE INSURANCE	57	156	170	127	170	0
57MEDA MEDICARE PAYROLL TAX	221	2,741	3,840	2,258	3,090	-750
57OPEB OPEB CONTRIBUTION	0	0	1,807	0	0	-1,807
<b>TOTAL FRINGE BENEFITS</b>	<b>5,613</b>	<b>41,424</b>	<b>50,354</b>	<b>33,544</b>	<b>45,362</b>	<b>-4,992</b>
<b>TOTAL FINANCIAL INFO SYSTEMS</b>	<b>295,420</b>	<b>517,963</b>	<b>635,731</b>	<b>469,338</b>	<b>585,743</b>	<b>-49,988</b>
<b>TOTAL FINANCIAL INFO SYSTEMS</b>	<b>295,420</b>	<b>517,963</b>	<b>635,731</b>	<b>469,338</b>	<b>585,743</b>	<b>-49,988</b>

FUND: 01 - GENERAL FUND  
 DEPARTMENT: 118 - FINANCIAL INFO SYSTEMS

**CITY OF NEWTON BUDGET  
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2015			2016		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	DEPUTY OF FIS		1.0	111,531	H12	1.00	115,332
	MGR PAY/ADM INFO SYSTEM		1.0	114,190	H13	1.00	118,072
	UTILITIES OPERATIONS TE		1.0	58,897	S07	1.00	62,179
	<b>Account Totals:</b>		<b>3.0</b>	<b>284,618</b>		<b>3.00</b>	<b>295,583</b>
511102	DATA CONTROL CLERK/SEC		0.8	31,559	S04	0.80	32,748
	<b>Account Totals:</b>		<b>0.8</b>	<b>31,559</b>		<b>0.80</b>	<b>32,748</b>
	<b>Report Totals:</b>		<b>3.8</b>	<b>316,177</b>		<b>3.80</b>	<b>328,331</b>